

## **AIRPORT OPERATIONS TECHNICIAN**

### **DISTINGUISHING FEATURES**

The fundamental reason the Airport Operations Technician exists as an entry-level position to inspect and maintain airport facility conditions to ensure safe and efficient airport operations in accordance with local, state, and federal regulations at the Scottsdale Airport in the Transportation Department. This classification does not supervise. Work is performed under general supervision of the Airport Operations Coordinator. The Airport Operations Technician is distinguished from the Senior Airport Operations Technician by the performing more complex operations work and assigning work to other technicians.

### **ESSENTIAL FUNCTIONS**

Performs a wide variety of semi-skilled and skilled maintenance and equipment operations at the City's airport and industrial park facilities. Reports deficiencies, corrects and/or initiates follow-up corrective action.

Communicates with supervisors regarding repair work schedules.

Communicates face-to-face and by radio with airport users, tenants, general public, tower personnel, co-workers, and emergency agencies regarding safety procedures, regulations, and coordination of vehicular movement in the aircraft movements areas. Issues Notices to Airmen.

Responds to and manages airfield incidents/accidents.

Enforces airfield rules and regulations. Enforces noise abatement policies and procedures, processes, responds, investigates and follows up on noise complaints.

Acts as an overnight security presence and lock city-owned facilities. Monitor and record late night aircraft activity and inventory and record based and transient aircraft.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Federal Aviation Administration (FAA) rules, regulations, and guidelines;

The methods, tools, materials, and practices used in general maintenance/construction techniques;

Skill in the use of construction, maintenance tools and equipment; and

Aircraft operation and safety practices to be observed around aircraft.

Ability to:

Perform semi-skilled painting, masonry, carpentry, and electrical maintenance under limited direction and supervision;

Identify, communicate, enforce, and resolve potential unsafe conditions to aircraft and

passengers using the facility, both land side and air side;

Work in a variety of weather conditions and darkness;

Follow oral and written instructions without constant supervision;

Complete and maintain detailed logs and incident reports with clearly organized thoughts using proper sentence construction;

Prioritize and respond to multiple problem situations;

Effectively communicate, establish and maintain effective working relationships with city staff, tenants, airport users, FAA staff, and the general public; and

Must possess a valid Arizona driver's license with no major driving citations in the last 39 months. Some positions maybe designated to require and maintain a commercial driver's license, class B with tanker endorsement, and/or an Arizona State pesticide applicator's license.

### **Special Requirement**

Individuals in this classification must obtain an Arizona Commercial Driver's License (CDL) within six (6) months of their date of hire or promotion. This includes passing the Arizona Department of Transportation physical exam, complete and pass the skills demonstration portion of the commercial driver's license test and securing the actual license within the 6-month period. As a condition of continued employment, individuals of this classification are required to maintain a valid Arizona Commercial Driver's License with appropriate endorsements and are subject to random, unannounced drug and alcohol testing to comply with the Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations 49 Code of Federal Regulations (CFR) Part 382.

To apply for an Arizona CDL instruction permit or drivers, license requires proof of having held a driver's license for at least one year, an Arizona driver's license and completed physical examination DOT form.

### **Education & Experience**

Any combination of education and experience equivalent to one year experience in facilities and grounds maintenance, airport experience, a pilot's license, and/or aviation course work that demonstrates the ability to perform the essential functions of this position. Must possess and maintain a valid Arizona driver's license without any major violations in the last 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified